

2016 Annual Contracted Producer Report – due March 1, 2017

All licensed insurance companies must file an Annual Contracted Producer Report for all contracted insurance producers in accordance with the below instructions. *This requirement does not apply to approved surplus lines insurers, risk retention groups or approved or accredited reinsurers.*

The instructions for the filing of the report are as follows:

1. The report must be filed as an Excel spreadsheet via *OPTins* and clearly list the following:
 - a. each producer to which \$100.00 or more was paid in commission for Rhode Island business during calendar year 2016, and
 - b. each producer to which less than \$100.00 was paid in commission for Rhode Island business during calendar year 2016, including zero.
2. Payment of \$30.00 must be made for each producer to which \$100.00 or more was paid in commission for Rhode Island business during calendar year 2016.
3. Each insurance company within an insurance group must file separately.

If you are not currently set up to use this marketing tool please contact the *OPTins* marketing team at 816-783-8787.

If you have any questions regarding this bulletin please contact dbr.acpr@dbr.ri.gov or Adrienne Evans at 401-462-9613.

Note: The above instructions have changed from prior years. Please follow the above instructions for filing the 2016 Annual Contracted Producer Report.